



BELMOPAN CITY COUNCIL
TRADE LICENSING BOARD
Application Form for Trade/Business License



New [ ] Renewal [ ] Appeal [ ] Re-Location [ ] Closure [ ] Re-Assessment [ ] Change [ ] : \_\_\_\_\_

1. Name of Applicant: Mr/Mrs/Ms \_\_\_\_\_

2. Home Mailing Address: Parcel #: \_\_\_\_\_ House #: \_\_\_\_\_ Street: \_\_\_\_\_

3. Location: \_\_\_\_\_ 4. Telephone # \_\_\_\_\_

5. Social Security#: \_\_\_\_\_ 6. Date of Birth: \_\_\_\_\_ 7. Birth Place: \_\_\_\_\_

8. Nationality: \_\_\_\_\_ 9. Personal Email: \_\_\_\_\_

10. Name of Trade/Business: \_\_\_\_\_

11. Address of Trade/Business: Parcel #: \_\_\_\_\_ House #: \_\_\_\_\_ Street: \_\_\_\_\_

12. Location: \_\_\_\_\_ 13. Business Telephone #: \_\_\_\_\_
(Businesses must adhere to the sole location as specified above.)

14. Business e-mail: \_\_\_\_\_ 15. Date of Intended Commencement: \_\_\_\_\_

16. Description of Trade/Business: \_\_\_\_\_
(All businesses including LTD's & LLCs must adhere to the description or type of business/trade as specified above)

17. Trade/Business in the Vicinity: Same: YES [ ] NO [ ] Other: YES [ ] NO [ ]

18. Any Health Violations? YES [ ] NO [ ] Declaration: \_\_\_\_\_

19. Property Owner: \_\_\_\_\_

I, \_\_\_\_\_ (PRINT YOUR NAME) declare that the above facts are, in all respects,
just and true, and I apply for a License in terms thereof dated, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Submit completed form to:
The Office of Development & Innovation
c/o The Clerk of the Trade Licensing Board
36/38 Trinity Boulevard, City of Belmopan, Cayo District, Belize C.A.
Telephone: 822-2271/822-3992 Ext:242, Email: odi@belmopancitycouncil.org

Signature of Applicant(s)

FOR OFFICIAL USE ONLY

Location Suitable for Business Type: [ ] Yes [ ] No Permission to Use Premises: [ ] Yes [ ] No [ ] Lease

Premises' Property Fees Paid-up: [ ] Yes [ ] No [ ] Agreement in place

Record ID: \_\_\_\_\_ Property Fee: \_\_\_\_\_ Lease: \_\_\_\_\_ Garbage Fee: \_\_\_\_\_

INSPECTED AND APPROVED BY

Table with 5 columns: Police Department, Public Health Inspector, Department of Environment, BMP Engineer, Fire Department. Each column has checkboxes for 'Approved' and 'With Conditions'.

Trade License Assessment

Property: \_\_\_\_\_ Zone: \_\_\_\_\_ Appurtenances: \_\_\_\_\_

Economic Sector: \_\_\_\_\_ Municipal Zone: \_\_\_\_\_

Proposed: \_\_\_\_\_ (SF) X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ X 12 = \$ \_\_\_\_\_ @ 10% = \$ \_\_\_\_\_
Productive Space Rate Monthly Rental Yearly Rental Trade License Fee

Proration

Period: \_\_\_\_\_ Invoice: \_\_\_\_\_ Valuer: \_\_\_\_\_ Date: \_\_\_\_\_

-----**Requirements for Submission**-----

1. Completed Trade/Business License Application Form
2. Identification:
  - Valid Social Security Card or Passport
    - For ALL non-Belizeans: Valid Permanent Residence
3. Proof of Business Registration:
  - Businesses registered under the Companies Act, Chapter 247:
    - Business Registration Certificate
  - Businesses registered under the Companies Act, Chapter 250 (e.g.: INC., LTD., LLC., LLP.):
    - Certificate of Incorporation
    - Articles & Memorandum of Association
4. Proof of Ownership
  - Property Owner :
    - Land certificate dated any time after 2016 or,
    - Land Certificate before 2016 must be accompanied by a Land Register Report dated within 3 months of issuance from the Ministry of Natural Resources.
    - Valid Social Security card or passport
  - If renting:
    - Land Certificate or Land Register
    - Lease agreement that specifies duration and price of rent signed by a Justice of the Peace
    - Property owner’s valid Social Security card or passport
  - Rent Free:
    - Land Certificate or Land Register
    - Authorization Letter from Property Owner and signed by Justice of the Peace
    - Property owner’s valid Social Security card or passport
5. Zero Balance on all fees owing to the Council.
6. Valid Food Handler’s Permit for **ALL** establishments involved in **ANY** food preparation (i.e. Restaurants, Fast Food, Coffee Shop, etc.)
7. If application is submitted outside of the timeline of the quarterly schedule Businesses can pay \$150.00 for a Special Trade License Meeting.

-----**THINGS TO KNOW**-----

➤ ***Incomplete applications Will Not be accepted by the Council.***

➤ Supporting documentation which can include: copy of licenses, accreditations, professional certificates etc., in relation to said business can be submitted for further consideration.

➤ Trade License Quarterly meetings are held in January, April, July and October.

➤ Businesses that are already in operation prior to applying for a Trade License are **REQUIRED** to pay the \$150.00 fee for Non Compliance.

<i>Fee Structure</i>	
<i>Item</i>	<i>Fee</i>
<i>Application Fee</i>	\$ 10.00
<i>Zero Balance Statements</i>	\$ 10.00
<i>Relocation Fee</i>	\$ 10.00
<i>Closure Fee</i>	\$ 10.00
<i>Change of Business Name</i>	\$ 20.00
<i>License Transfer</i>	\$ 50.00
<i>Special Meeting Fee</i>	\$ 150.00
<i>Non Compliance Fee</i>	\$ 150.00